



# Developing Research Projects for 2016 and 2017

*Steps for putting research to work for you*

What information do you need to do your job better? What problems do you need solved? MDOT's Research Administration is here to help. Below are the steps involved in requesting and carrying out a research project. You are not alone in this process. Research Administration will guide and support you every step of the way. In addition, Research Administration has established a committee structure to guide and manage the entire process. You'll have plenty of help from other staff and managers throughout the life of the project.

Steps in the research process	When
<b>1) Submit a Research Idea</b> Anyone may submit a research idea. Use the form to briefly explain what issues or challenges need to be addressed through research. MDOT selects research ideas that will be further considered at the Research Summit.	November and December 2013
<b>2) Research Idea Selection</b> The MDOT Research Executive Committee and Research Advisory Committees review all submitted research ideas and select which ideas will be further developed at the Research Summit.	January 2014 to March 2015
<b>3) Attend the Research Summit</b> Discuss your research idea (if selected) with colleagues and other technical experts from in and outside MDOT.	May 2015
<b>4) Develop a Problem Statement</b> The MDOT staff person assigned to the project (project manager) creates a problem statement for the research idea using input from the Summit discussions. The problem statement tells potential researchers what MDOT needs to learn from the research and how the results will be used.	May to Mid-June 2015
<b>5) Research Problem Statement Approval and Research Program Approval</b> The MDOT Research Executive Committee and Research Advisory Committees approve all problem statements and approve the research program as a whole.	Mid-June 2015 to August 2015
<b>6) Solicit Proposals From Researchers</b> MDOT invites researchers to submit proposals for carrying out the research described in the problem statement.	August to October 2015 (2016 Projects) January 2016 (Initial 2017 Projects)
<b>7) Kickoff &amp; Manage Research Projects</b> The MDOT project manager works with Research Administration to get a contract in place. The project's Research Advisory Panel oversees project progress, reviews deliverables and responds to researcher questions. Ongoing until completion.	January to March 2016 (2016 Projects) October 2016 (Initial 2017 projects)
<b>8) Implement Research Results</b> MDOT staff use the research results to improve transportation in Michigan, initiate specification or policy changes, share effective new practices or determine what additional research is needed.	Research ideas may be piloted during the research phase or formal implementation projects may be implemented after research completion.

Contact Research Administration today to put research to work for you.

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